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OFFICE OF HUMAN RESOURCES

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SAMUEL L. WILKINS  
DIRECTOR

**MEMORANDUM**

TO: Human Resources Directors of All Agencies, Departments, Institutions, and Commissions

FROM: Sam Wilkins, Director

DATE: June 14, 2002

SUBJECT: Furloughs

Section 63.52 of the 2002-2003 General Appropriation Act provides agency heads the authority to implement a mandatory furlough program under certain circumstances. To assist you should your agency decide to implement a mandatory furlough program, the Office of Human Resources has developed a list of points to consider.

In addition to the enclosed considerations, questions may arise regarding implications for payroll processing, health and dental benefits, and retirement contributions. If you need further clarification in any of these areas, we encourage you to contact one of the representatives noted below:

Comptroller General's Office	Judy Smoak	734-2529
Insurance Services	Denise Hunter	734-0575
	Bob Davis	734-1627
Retirement Systems	Karen Rumfelt	737-6902
	Travis Turner	737-7751

The 2002-2003 General Appropriation Act continues to allow agencies to implement voluntary furlough programs. The proviso provides agency heads the authority to approve voluntary furloughs for employees not to exceed ninety days in the fiscal year.

If you have any additional questions regarding furlough programs, please contact your Human Resources Consultant at 803-737-0900.

SLW

Attachment